

Trustees Job Description

What's my job?

Effective Trustees are Christian stewards of the property God has entrusted to the congregation. Effective trustees supervise and maintain the property of the congregation to ensure that disciple-making ministries of the congregation are effective and that local legal requirements related to the property are satisfied.

Who is qualified for this job?

Spiritual gifts: servanthood, helping/assistance, administration, giving, and evangelism.

Experience, Skills: Trustees should be people with knowledge and skills for property and asset management; they should have the ability to listen to and communicate with people of all ages, and work well with other ministry leaders. Trustees should show genuine interest in responding to the hopes and concerns of people in the community and a willingness to partner with community interests.

The Trustees chairperson should show evidence of prior effective ministry leadership, especially in the area of stewardship of assets, and show evidence of active and growing discipleship, the ability to preside over meetings, the ability to delegate responsibility and follow up in getting the job done.

Structure

The Board of Trustees shall be composed of not fewer than three nor more than nine persons; one third women and one third men. Trustees shall be of legal age as defined by law, and 2/3 shall be professing members of the United Methodist Church. No pastor is a voting member unless elected as a member. Legal requirements for trustees of property are outlined in the *United Methodist Book of Discipline 2012*, ¶2525 through 2551.

Responsibilities:

- Trustees, subject to the direction of the charge conference, have oversight and care of all local church property, buildings, and equipment in order to accomplish the mission of the church. This is done in consultation with the pastor.
- Trustees need to engage in spiritual practices that build a relationship of attentiveness to God's will and direction. Church administration and daily affairs can distract trustees from the mission of making disciples of Jesus Christ for the transformation of the world. Trustees need to hold one another accountable to the mission and vision of the church.
- Trustees receive and administer all gifts made to the congregation, making certain that trust funds of the congregation are invested properly. Bequests and gifts to endowment projects can, by direction of the charge conference, be directed to a special endowment or legacy committee. This committee will

- promote, invest, and distribute the proceeds from these gifts. Congregations should seek assistance from their conference or area United Methodist Foundation.
- Trustees ensure that the Articles of Incorporation of the congregation are kept up-to-date.
- Trustees annually review property, liability, and crime insurance coverage on church-owned property, buildings, and equipment. The team also reviews personnel insurance for protection against risk, and consults with the Pastor-Parish team about other personnel insurance.
- Trustees conduct an annual accessibility audit of buildings and grounds to discover and then work toward eliminating barriers that impede full participation of all people.
- The team submits annual budget requests to the committee on finance for property maintenance and improvement, as well as new property purchases.
- Trustees are accountable to the charge conference and the church council. The term "trustees" as used in the *United Methodist Book of Discipline*, may be construed to be synonymous with "director" of corporations when required to comply with law.

Resources:

Getting started

- Meet within thirty days of the beginning of the calendar year (§2530.1)) to learn about your responsibilities, assess current needs for your property and current ministry requests, make plans for the year, and elect a chairperson and vice-chairperson. Set aside time for specific prayer, express your concerns, joys, observations to God and listen for God's direction for your leadership and your congregation.
- Talk with your pastor and others in the congregation and community to understand their hopes and dreams for the ways the property might advance the congregation's vision for ministry.
- Study [*Guidelines for Leading Your Congregation 2013-2016: Trustees.*](#)

People and Agencies

- Your pastor and people in your congregation and your community who are involved in issues related to investments and church property.
- [**InfoServ**](#), a service providing current information about United Methodist resources, programs and staff services.
- General Council on Finance and Administration has resources for legal information and risk management (insurance); www.gcfa.org.
- Discipleship Ministries, P.O. Box 340003, Nashville, TN 37203-0003; (877) 899-2780; www.umcdiscipleship.org.

Web and Print Print (*Basic resources are listed first, other suggestions below*)

- [*The Book of Discipline of The United Methodist Church 2012*](#) (The United Methodist Publishing House).
- [*Guidelines for Leading Your Congregation 2013-2016: Trustees*](#) (Abingdon Press).
- [*A Spirituality of Fundraising*](#) by Henri Nouwen
- [*Extraordinary Money: Understanding the Church Capital Campaign*](#) by Michael D. Reeves
- Discipleship Ministries one hour [webinar overview](#) of the role and responsibilities of trustees
- [*Legal Tools for Trustees*](#)
- [*Safe Sanctuaries*](#)[®]
- [*What Every Leader Needs to Know About Spiritual Leadership*](#) by Mike A Bealla
- [*What Every Leader Needs to Know About Leading Meetings*](#) by Betsey Heavner

<http://www.umcdiscipleship.org/resources/trustees3>



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